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CFETP 4J0X2/A  
Parts I and II  
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**AFSC 4J0X2/4J0X2A**

**Physical Medicine/Orthotic**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
PHYSICAL MEDICINE/ORTHOTIC SPECIALTY  
AFSC 4J0X2/A  
Table of Contents**

**PART I**

Preface	4
Abbreviations/Terms Explained	5
Section A, General Information	7
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
Section B, Career Field Progression and Information	8
Specialty Descriptions	
Skill/Career Progression	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Training Decisions	
Community College of the Air Force	
Career Field Path	
Section C, Skill Level Training Requirements	16
Purpose	
Specialty Qualification Requirements	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Section D, Resource Constraints	20
Section E, Transitional Training Guide	20

**PART II**

Section A, Specialty Training Standard	22
Section B, Course Objective List	45
Section C, Support Material	45
Section D, Training Course Index	45
Section E, MAJCOM Unique Requirements	46
Section F, Documentation of Training (Medical Specific)	47

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#### Summary of Changes

This CFETP was revised and updated based on the merger of AFSCs 4J0X1 (Occupational Therapy) and 4J0X2 (Physical Therapy) and the addition of AFSC 4J0X2A (Orthotic) as a shred of 4J0X2 (Physical Medicine). Development of this CFETP was based on the April 2000 4J0X1 Occupational Survey, the October 2000 4J0X2 Occupational Survey, the January 1999 4U0X1 Occupational Survey, and input from Air Force MAJCOM functional representatives.

## Part I

### Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for the physical medicine and orthotic specialties. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to arrange, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A, General Information** explains how everyone will use the plan; **Section B, Career Field Progression and Information** identifies career field progression information, duties and responsibilities, training strategies, and career field path; **Section C, Skill Level Training Requirements** associates each level with specialty qualifications (knowledge, education, training, and other); **Section D, Resource Constraints** lists deficiencies in resources needed to accomplish the training mission. Some examples are funds, manpower, equipment, facilities; **Section E, Transitional Training Guide** identifies transitional training requirements for pre-merger 4J0X1/4J0X2/4U0X1 personnel in the grades of SSgt through MSgt.

2.2. Part II includes the following: **Section A, Specialty Training Standard (STS)** includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; **Section B, Course Objective List** identifies the standards supervisors will use to determine if airmen satisfy training requirements. **Section C, Support Materials** identifies available support materials. An example is a Qualification Training Package (QTP), which may be developed to support proficiency training. These packages are identified and made available on the official AF Publications Electronic Master Catalog of Training Documents along with the CFETP ([www.afpubs.hq.af.mil/pubs](http://www.afpubs.hq.af.mil/pubs)). **Section D, Training Course Index** is a tool that supervisors can use to determine if resources are available to support training. Included here are both mandatory and optional courses; **Section E, MAJCOM Unique Requirements** identifies requirements supervisors can use to determine if additional training is required for the associated qualification needs. Currently this area is reserved. **Section F, Documentation of Training** provides guidance on documentation of training (medical specific) and six-part competency folder documentation.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At the unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ABBREVIATIONS/TERMS EXPLAINED

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list, which describes a particular job type or duty position. JQSs are used by supervisors to document task qualification. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency that can be achieved on specified performance requirements.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty regardless of duty position.

**Course Objective List (COL).** A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Training.

**Clinical Performance Instrument (CPI).** A method developed by the American Physical Therapy Association to evaluate the knowledge, skill, and attitude of physical therapist assistant students. The instrument is used by each site's clinical instructor to evaluate the student's readiness to function as a physical therapist assistant.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

**Governing Bodies.** American Board of Certification (ABC), American Occupational Therapy Association (AOTA), American Physical Therapy Association (APTA), Board for Orthotists and Prosthetist Certification (BOC), and National Board Certification Occupational Therapy (NBCOT).

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training.** A formal resident course, which results in award of the entry skill level.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course, which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that airmen in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard.** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Upgrade Training (UGT).** Mandatory training, which leads to attainment of higher level of proficiency.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

**Wartime Tasks.** Those tasks identified in column 2 of the Specialty Training Standard (STS) that identify the training that would occur in the 3-skill level apprentice course in the event of war.

### ***Section A - General Information***

**1. Purpose.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFM), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. **Initial skills training** is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. **Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. **Qualification training** is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to perform as a physical medicine and/or orthotic technician. **Advanced training** is formal specialty training used for selected airmen. **Proficiency training** is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

- 1.1. The CFETP serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

**2. Use of the CFETP.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory, initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***Section B - Career Progression and Information***

### **4. Specialty Description.**

#### **4.1. Physical Medicine 4J0X2.**

4.1.1. Physical Medicine/Orthotic Apprentice (4J032/A)/Journeyman (4J052/A)/Craftsman (4J072/A).

4.1.1.1. **Specialty Summary.** Manages and directs physical medicine and orthotic personnel, materiel, equipment, administration and activities. Administers physical medicine and orthotic patient care. Implements treatment plans and coordinates activities to ensure effective and efficient delivery of patient care programs. Fits, fabricates, assembles, repairs, and adjusts orthopedic orthoses. Related DoD Occupational Subgroup: 303.

4.1.1.2. **Duties and Responsibilities** (4J072/4J052/4J032).

4.1.1.2.1. Maintains standards of care and ethical conduct. Participates in planning, providing, and evaluating patient care. Trains patients in exercise and activities of daily living. Conducts treatments utilizing special equipment, modalities and treatment procedures. (Fabricates splints and aid devices to protect or assist patient in achieving optimal independent physical function). Constructs orthoses for spinal, lower and upper limbs, casts and corrects shoes as prescribed by a privileged provider. (Gathers and documents performance data. Observes, records, and reports patient responses to treatment). Assists therapist with evaluations, tests, measurements, procedures, and wound and burn care.

4.1.1.2.3 (4J072/4J052) Performs, assists with, or manages physical medicine and orthotic administration of services and all related activities to assure effective and efficient delivery of patient care and programs. Supervises and conducts continuing education, in-service, and upgrade training.

4.1.1.2.4. (4J072/4J052) Plans, implements and manages the delivery of physical medicine and orthotic services in coordination with the Chief, Physical Medicine element or flight. Manages material and equipment. Recommends need for resource requirements. Submits annual budget. Ensures compliance with inspection and maintenance procedures, and safeguards equipment. Provides quality patient care in an ethical, legal, safe, sanitary, caring, and efficient environment.

4.1.2. Physical Medicine Superintendent (4J090)/Chief Enlisted Manager (CEM 4J000).

4.1.2.1. **Specialty Summary.** Manages and directs physical medicine and orthotic personnel, materiel, equipment, administration and activities. Administers physical medicine and orthotic patient care.



Implements treatment plans and coordinates activities to ensure effective and efficient delivery of patient care programs. Fits, fabricates, assembles, repairs, and adjusts orthopedic orthoses. Related DoD Occupational Subgroup: 303.

#### **4.1.2.2. Duties and Responsibilities.**

4.1.2.2.1. Plans, implements and manages the delivery of physical medicine and orthotic services in coordination with the Chief, Physical Medicine element or flight. Maintains standards of care and ethical conduct. Participates in planning, providing, and evaluating patient care. Trains patients in exercise and activities of daily living. Conducts treatments utilizing special equipment, modalities and treatment procedures. Fabricates splints and aid devices to protect or assist patient in achieving optimal independent physical function. Constructs orthoses for spinal, lower and upper limbs, casts and corrects shoes as prescribed by a privileged provider. Gathers and documents performance data. Observes, records, and reports patient responses to treatment. Assists therapist with evaluations, tests, measurements, procedures, and wound and burn care.

4.1.2.2.2. Performs, assists with, or manages physical medicine and orthotic administration of services and all related activities to assure effective and efficient delivery of patient care and programs. Supervises and conducts continuing education, in-service, and upgrade training.

4.1.2.2.3. Manages material and equipment. Recommends need for resource requirements. Submits annual budget. Ensures compliance with inspection and maintenance procedures, and safeguards equipment. Provides quality patient care in an ethical, legal, safe, sanitary, caring, and efficient environment.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure that each individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the task and knowledge training provided in the 3-skill level resident course located at Sheppard AFB, TX. Initial skills training requirements were identified during the 4J0X2 Utilization and Training Workshop (U&TW), held 20-24 August 2001 at Sheppard AFB, TX. The decision to train specific task and knowledge items in the initial skills course is based on a review of Occupational Survey Report (OSR) data, Training Requirements Analysis (TRA) data, Utilization and Training Workshop decisions and recommendations of the 4J0X2/A Career Field Manager. Task and knowledge training requirements are identified in the specialty training standard, Part II, Section A. Individuals must complete the initial skills course to be awarded AFSC 4J032.

**5.2. Journeyman (5) Level.** Upgrade training to the 5-skill level in this specialty consists of the following: (1) must complete 15 months of 5 skill level upgrade training (9 months for re-trainees holding a 5 skill level in a previous AFS); (2) satisfactory completion of the 4J052A & 4J052B Career Development Courses; and (3) satisfactory completion of all STS core task requirements through on-the-job-training (OJT). **NOTE:** All core tasks are specified by "C" in column 2 of all STS attachments. "W" in column 2 specifies all wartime task course items.

**5.3. Craftsman (7) Level.** Upgrade training to the 7-skill level in this specialty consists of the following: (1) satisfactory completion of all STS core task requirements through upgrade training, (2) achieve the rank of SSgt or higher, (3) complete a minimum of 12 months in 7-skill level upgrade training beginning upon notification of promotion selection to the rank of SSgt, but not before the first day of the promotion cycle, and (4) successful completion of the 7 skill level CDC. Note: Individuals in retraining status only are only required to complete a minimum of 6 months in upgrade training if they have a 7-skill level in a previous AFS.

**5.4. Superintendent (9) Level.** To qualify for 9-level, airmen must: Sew-on SMSgt.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Physical Medicine/Orthotic career fields. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during the AFSC 4J0X1/2, 4U0X1 Utilization and Training Workshop, held 20-24 August 2001 at Sheppard AFB, TX.

**6.1. Initial Skills.** (4J0X2) The initial skills course was revised to provide graduates essential skills and knowledge to meet minimum requirements within a rehabilitative setting. The vast majority of these Physical Medicine tasks are performed early in the Apprentice/ Journeyman career as supported by the OSR data.

**6.1.1. (4J0X2A) Initial Skills Training.** The course was revised to provide training needed to prepare graduates for orthotic-related positions.

**6.2. Upgrade Training.** Career development courses 4J052A and 4J052B are in place and are focused on advanced physical medicine knowledge.

**6.2.1. STS Skills Training (5-Level).** The 4J0X2A STS was revised to meet new training requirements identified, and updates new clinical and regulatory information.

**6.3. Seven Level Upgrade Requirements.** Seven level CDC developed to increase subject and task knowledge areas based on OSR data and the needs of the specialty.

**6.3.1. STS Skills Training (7-Level).** The 4J0X2A STS was revised to meet new training requirements identified, and updates new clinical and regulatory information.

**7. Community College of the Air Force.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

<b>Academic Requirements</b>	<b>Semester Hours</b>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education (3 hours in each of following)	15
Oral Communication	3
Written Communication	3
Mathematics	3
Social Science	3
Humanities	3

<b>Academic Requirements</b>	<b>Semester Hours</b>
Program Elective	15
<b>TOTAL</b>	<b>64</b>

7.3.1. **Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.3.1.1. Twenty-two semester hours are awarded to the graduates of the 3-skill level in-resident course. Upon award of the 5-skill level, journeymen are awarded an additional 4 hours of CCAF credit. Another 4 hours of CCAF credits are awarded for each upgrade in skill level.

7.3.2. **Leadership, Management, and Military Studies (6 Semester Hours):** Professional military education and/or civilian management courses.

7.3.3. **Physical Education (4 Semester Hours):** This requirement is satisfied by completion of Basic Military Training.

7.3.4. **General Education (15 Semester Hours):** Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.3.5. **Program Elective (15 Semester Hours):** Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3.6. **Physical Therapist Assistant Internship:** The Physical Therapy Internship practicum was designed as the capstone event toward the completion of course requirements for the Associates of Applied Science in Physical Therapist Assistance degree from the CCAF.

7.3.6.1. **Internship Description:** The Physical Therapist Assistant Internship practicum is 60 training days in length. Course content will satisfy requirements for the Associates of Applied Sciences in Physical Therapist Assistant from the CCAF. Center Coordinators of Clinical Education (CCCE) will assign written assignments and administer the practice test. Since the practicum is designed as a degree capstone event, enrollment is limited until the general degree requirements (see table in paragraph 7.3.) are satisfied. Each MTF will be the site for the practicum.

7.3.6.2. **Enrollment:** Course enrollment will be limited to two enrollment periods per year. Each Clinic's CCCE/CI as identified on each clinic's Clinical Site Information Form (CSIF) will be responsible for contacting the Physical Medicine Apprentice Course at Sheppard AFB TX, DSN 736-3344/3873, to enroll his or her Physical Therapist Assistant students. Enrollees should be finished with the general education portion of the CCAF PTA program prior to enrolling in the practicum.

7.3.6.3. **Course Content:** The Clinical Instructor's use of the APTA's Clinical Performance Instrument (CPI) emphasizes the instruction of consistent educational objectives needed to satisfy the clinical aspects of the student's training. The educational content of this apprenticeship will focus on neurological, geriatric, pediatric, and cardiac physical therapy treatment concepts; additionally, the student must provide an in-service and complete a case study. Clinical rotations at civilian or other military facilities to observe a variety of physical therapy services should be included to enhance the overall development of the student. The CCCE/CI will ensure the student is continuously progressing and meeting the requirements as set in the CPI. The CI will also ensure all written assignments have been completed and forwarded to the Physical Medicine Apprentice

Course at Sheppard AFB and one of the five practice tests are given to the student. Once all requirements have been met a certificate of completion will be mailed to the student.

7.3.6.4. **Assigned work:** The following is a breakdown in hours for the practicum:

Neurology—40 hrs

Geriatrics—32 hrs

Pediatrics—32 hrs

Cardiac—24 hrs

In-Service—6 hrs

Case study—10 hrs

The CCCE/CI will be responsible for ensuring the student obtains the necessary exposure (civilian clinics if needed) to obtain adequate coverage of the above subjects. At a minimum the CCCE/CI will assign a 4-5-page case study to be graded by the Physical Medicine Schoolhouse at Sheppard AFB. If desired, additional written assignments may be requested by the CCCE/CI.

7.3.6.5. Upon completion of the practicum, the CCCE/CI will administer one of the five practice tests on the CPI CD. The practice test/answer sheet, copies of in-service notes, and case-study papers are to be mailed to the Physical Medicine course supervisor at Sheppard AFB for evaluation, grading, and to confirm satisfactory completion of the practicum. The clinical instructor will receive practice test results showing areas needing additional review and a certificate of completion.

7.3.7. Additional off-duty education is a personal choice that is highly encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**7.4. APTA Accreditation. This degree program is accredited by the Commission on Accreditation in Education of the American Physical Therapy Association.** Graduates of this program are eligible to sit for the Physical Therapist Assistant state licensure examination. Because state licensing requirements vary, graduates should contact the Licensing Board for Physical Therapy of the state in which licensure is desired. **NOTE:** Consult your Base Education Office for CCAF catalog revisions reflecting current degree requirements.

**8. Career Field Path.** Charts depicting this specialty's career progress are presented on the next two pages. The Career Path (figure 1) outlines when training is required for each skill level and function within this specialty. The Career Field Flow Chart (figure 2) identifies duty position qualification requirements and skill level equivalency for career field progression.

# ENLISTED EDUCATION AND TRAINING PATH

## EDUCATION AND TRAINING REQUIREMENTS

- ☞ **BASIC MILITARY TRAINING SCHOOL**
- ☞ **APPRENTICE TECH SCHOOL = 3-SKILL LEVEL**
- ☞ **UPGRADE TO JOURNEYMAN = 5-SKILL LEVEL**
  - 15 MONTHS MINIMUM IN UPGRADE TRAINING
  - COMPLETE CAREER DEVELOPMENT COURSE
  - CERTIFICATION ON ALL ASSIGNED TASKS
- ☞ **AIRMAN LEADERSHIP SCHOOL (ALS)**
  - MUST BE SRA WITH 48 MONTHS TIME INSERVICE, OR A SSGT SELECTEE
  - GRADUATION IS A PREREQUISITE FOR SSGT ON (ACTIVE DUTY ONLY)
- ☞ **UPGRADE TO CRAFTSMAN = 7-SKILL LEVEL**
  - MINIMUM RANK OF SSGT
  - MINIMUM 12 MONTHS UGT (6 MONTHS IF HELD 7-LEVEL IN PREVIOUS AFS)
  - COMPLETE ADVANCED TECHNICAL TRAINING
  - CERTIFICATION ON ALL CORE TASKS
  - RECOMMENDED BY SUPERVISOR
- ☞ **NONCOMMISSIONED OFFICER ACADEMY (NCOA)**
  - MUST BE A TSGT OR TSGT SELECTEE
  - GRADUATION IS A PREREQUISITE FOR MSGT SEW-ON (AD ONLY)
- ☞ **USAF SENIOR NCO ACADEMY (SNCOA)**
  - SMSGT SELECTEE OR SELECTED MSGT
  - IN-RESIDENCE ATTENDANCE IS PREREQUISITE FOR CMSGT SEW-ON
- ☞ **UPGRADE TO SUPERINTENDENT = 9-SKILL LEVEL**
  - SEW-ON SMSGT

- ☞ **OJT TRAINER:**
  - MUST ATTEND FORMAL AF TRAINER COURSE
  - POSSESS THE SAME AFSC AND SKILL LEVEL AS TRAINEE
  - BE QUALIFIED ON TASKS THAT ARE TRAINED

- ☞ **OJT CERTIFIER:**
  - ATTEND FORMAL CERTIFIER COURSE
  - POSSESS AT LEAST A 5-LEVEL, PREFERABLY THE SAME AFSC AS TRAINEE
  - BE SOMEONE OTHER THAN THE TRAINER
  - BE CAPABLE OF EVALUATING THE TASK BEING CERTIFIED

## AVERAGE SEW-ON TIME FOR PROMOTIONS



6 MONTHS



16 MONTHS



36 MONTHS



5 YEARS AVERAGE



13.5 YEARS AVERAGE



17 YEARS AVERAGE



19 YEARS AVERAGE



22 YEARS AVERAGE

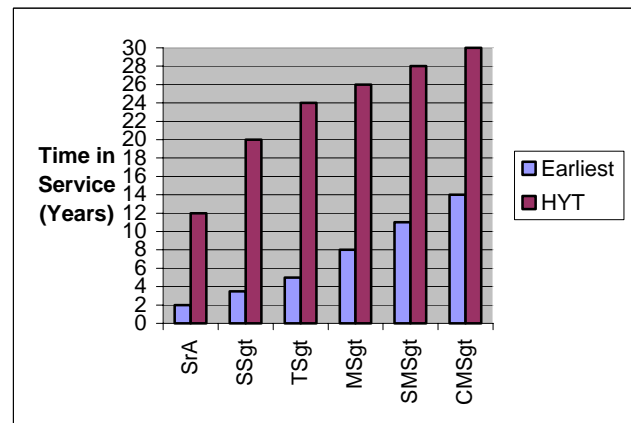


Figure 1. Enlisted Career Education and Training Path

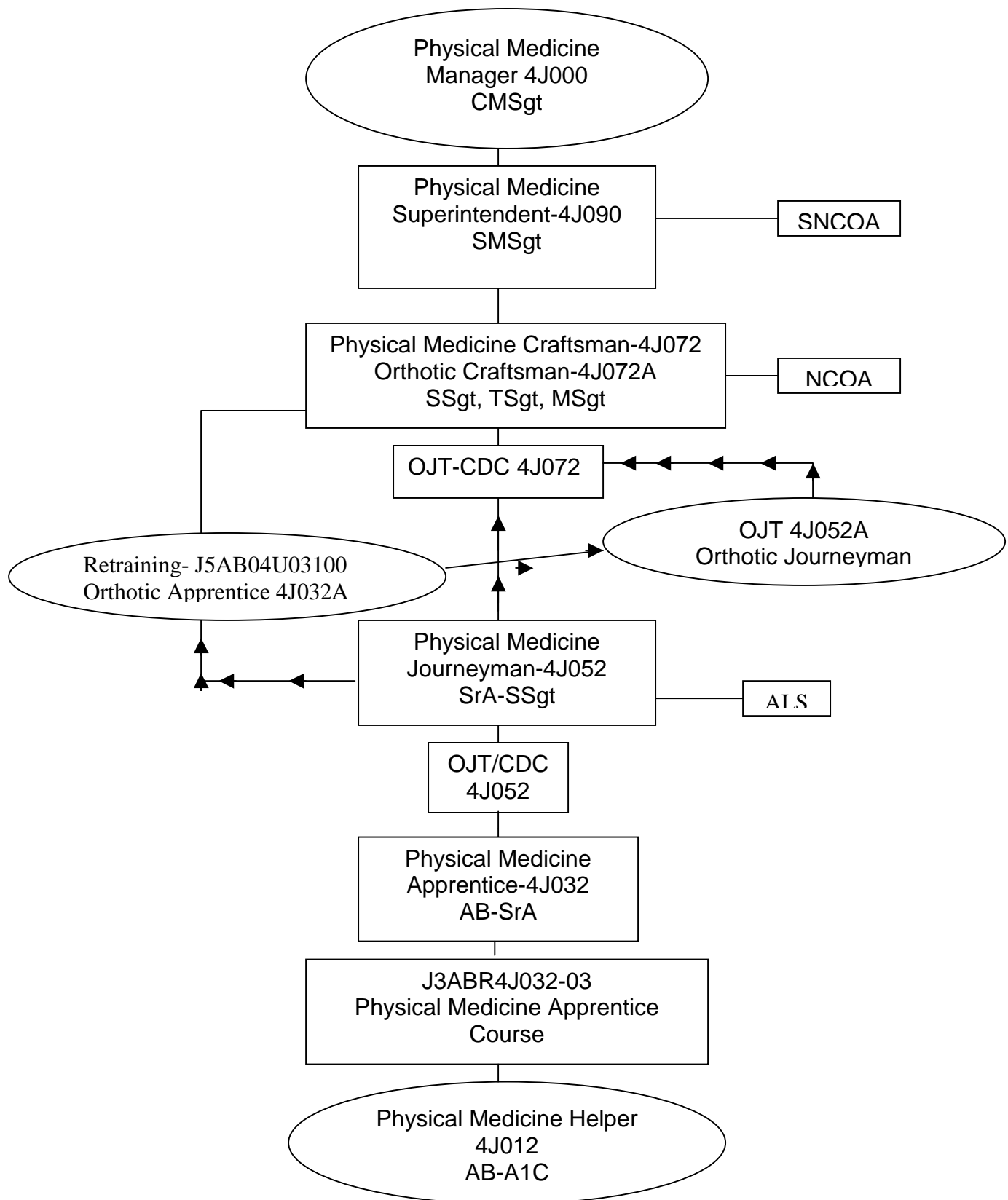


Figure 2. Physical Medicine Career Path

### 8.1. Enlisted Career Path.

<b>Table A . Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	<b>Rank</b>	<b>Average Sew-On</b>	<b>Earliest Sew-On</b>	<b>High Year Of Tenure (HYT)</b>
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Minimum 15 months upgrade training (9 months for retrainees with 5 level in previous AFS). - Complete appropriate CDC. - Certification of all core tasks and duty position requirements.	A1C SrA	3 years	28 months	12 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b><u>Trainer</u></b> -Possess the same AFSC at a higher skill level than the trainee (Not mandatory). -Be qualified on tasks being trained. -Must attend formal AF trainer's course.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt. - 12 months upgrade training (6 months if individual holds a 7-level in a previous AFS). - Complete appropriate CDC. - Certification of all core tasks and duty position requirements.	SSgt	5 years	3.5 years	20 Years
	<b><u>Certifier</u></b> -Possess at least a 5-skill level in the same AFSC, if possible but not required. -Be capable of evaluating the tasks being certified. -Attend formal AF trainer's course. - Be a person other than the trainer.			
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	13.5 years	5 years	24 Years
	MSgt	17 years	8 years	26 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a SMSgt or selectee. Selected MSgts also eligible. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19 years	11 years	28 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	22 years	14 years	30 Years

## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

### **10. Specialty Qualification:**

#### **10.1. Apprentice Level Training: (4J0X2)**

##### **10.1.1. Specialty Qualification:**

**10.1.1.1. Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

**10.1.1.2. Education.** Completion of high school with courses in biology, and physical science is desirable.

**10.1.1.3. Training.** Completion of the basic Physical Medicine Apprentice Course is mandatory for award of AFSC 4J032 and the CCAF degree.

**10.1.2. Training Sources and Resources.** Completion of the Physical Medicine Apprentice course at Sheppard AFB, TX satisfies the knowledge and task requirements specified in the specialty qualification section (above) for award of the 3-skill level. A list of all training courses to support Physical Medicine is in the Course Objective List. If you desire a copy of this list contact the Instructor Supervisor at:

382 TRS/TRR  
917 Missile Road Ste 3  
Sheppard AFB, TX 76311-2263

**10.1.3. Implementation.** Entry into the physical medicine career field is accomplished by attending the Physical Medicine Apprentice Course. Entry in the physical medicine career field requires a minimum General Air Force selection composite score of 48.

#### **10.2. Apprentice Level Training: (4J0X2A)**

##### **10.2.1. Specialty Qualifications.**

**10.2.1.1. Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

**10.2.1.2. Education.** Completion of high school with courses in biology, and physical science is desirable.

**10.2.1.3. Training.** Completion of a basic Orthotic Apprentice course is mandatory for award of the AFSC 4J032A.

**10.2.2. Training Sources/Resources.** Completion of Orthotic Apprentice course at 59th Medical Wing,



Lackland AFB TX satisfies the knowledge and training requirements specified in the specialty qualification section (para 2.1) for the award of the 3-skill level.

10.2.3. **Implementation.** Entry into training is accomplished by approved retraining airmen from the 4J0X2 career field. After graduation, job qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

### 10.3. Journeyman Level Training: (4J0X2)

10.3.1. **Specialty Qualification.** All 4J032 qualifications apply to the 4J052 requirements.

10.3.1.1. **Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

10.3.1.2. **Education.** Completion of continuation education classes in physical medicine subjects is desirable. Certification in related AFSC is highly desirable.

10.3.1.3. **Training.** For AFSC 4J052, completion of career development course (CDC) 4J052 is mandatory. Completion of all core tasks identified in column 2 of the STS, completes 15 months in upgrade training (9 months if holding a 5-level in a previous AFS), and meets mandatory 5-skill level requirements listed in the specialty description in AFMAN 36-2108.

10.3.1.4. **Experience.** Qualification in and possession of AFSC 4J032. Also, experience in functions such as administering physical medicine care is mandatory.

10.3.2. **Training Sources and Resources.** Must meet all physical medicine 3-skill level prerequisites, and successfully complete the 4J052 A/B Career Development Courses. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training.

10.3.3. **Implementation.** The 5-skill level is awarded when: (1) an individual possesses the 3-skill level and is in the rank of A1C or higher, (2) completes a minimum of 15 months in 5 level UGT (9 months if holding a 5-level in a previous AFS), (3) completes the appropriate 5 level CDC, (4) completes all STS core tasks specified in column 2 of the STS for the assigned duty position, and (5) be recommended by their supervisor according to AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

### 10.4. Journeyman Level Training: (4J0X2A).

10.4.1. **Specialty Qualifications.** All 4J032A qualifications apply to the 4J052A requirements.

10.4.1.1. **Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

10.4.1.2. **Education.** Completion of continuation education classes in physical medicine/orthotic subjects is desirable. Certification in related AFSC is highly desirable.

10.4.1.3. **Training.** Completion of the following requirements is mandatory for the award of the 5-skill level AFSC:

10.4.1.3.1. Completion of all STS core tasks specified for the assigned duty position.

10.4.1.3.2. Completion of the Pedorthics in-residence course.

10.4.1.4. **Experience.** Qualification in and possession of AFSC 4J032A. Also, experience in functions such as fabricating, adjusting, and repairing orthopedic orthoses.

10.4.2. **Training Sources/Resources.** Completion of Orthotic Apprentice 3-level course 4J032A and successful completion of the knowledge and task requirements specified in the STS and completion of in-residence Pedorthics course for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training is provided by a qualified trainer. Qualified trainers will be identified by local orthotic laboratory NCOICs or Superintendents. Core tasks are identified in the STS listed as Part II, Section A, attachment 3 of this CFETP.

10.4.3. **Implementation.** Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform. All identified STS core tasks will be completed to be awarded the 5-skill level.

#### 10.5. **Craftsman Level Training: (4J0X2)**

10.5.1. **Specialty Qualification.** All 4J032 and 4J052 qualifications apply to the 4J072 requirements.

10.5.1.1. **Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

10.5.1.2. **Education.** Completion of continuation education classes in physical medicine subjects is desirable. Completion of an Associate or CCAF degree in career field is highly encouraged.

10.5.1.3. **Training.** Airman must be SSgt or higher, complete a minimum of 12 months in 7-skill level upgrade training (6 months if individual holds a 7-level in a previous AFS). CDC 4J072 Physical Medicine Craftsman, must be successfully completed prior to award of the 7-skill level.

10.5.1.4. **Experience.** Prior qualification as a Physical Medicine Journeyman is mandatory. Also, experience is mandatory in performing supervising functions such as administering physical medicine care, personnel, and resources. Must have experience coordinating administrative activities, budget management and requisition. Airmen must complete a minimum of 12 months in 7-skill level UGT (6 months if individual holds a 7-level in a previous AFS) and completion of all CFETP/STS core tasks specified in column 2 of the STS.

10.5.2. **Training Sources and Resources.** Must meet all physical medicine 3-and 5-skill level prerequisites. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training.

10.5.3. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and is a SSgt select or possesses the rank of SSgt or above. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. The individual must complete a minimum of 12 months in 7-skill level UGT (6 months if individual holds a 7-level in a previous AFS).

## 10.6. Craftsman Level Training: (4J0X2A)

10.6.1. **Specialty Qualifications.** All 4J052A qualifications apply to the 4J072A requirements.

10.6.1.1. **Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

10.6.1.2. **Education.** Completion of continuation education classes in physical medicine/orthotic subjects is desirable. Certification in related AFSC is highly desirable.

10.6.1.3. **Training:** Airman must be SSgt or higher, complete a minimum of 12 months in 7-skill level upgrade training (6 months if individual holds a 7-level in a previous AFS). CDC 4J072/4J072A Physical Medicine/Orthotic Craftsman, must be successfully completed prior to award of the 7-skill level.

10.6.1.4. **Experience:** Prior qualification as an Orthotic Journeyman is mandatory. Also, experience performing or supervising functions such as fabricating and repairing orthoses. Minimum of 12 months in 7-skill level UGT or 6 months for individual which held 7-skill level in previous AFS.

10.6.2. **Training Sources and Resources.** Must meet all physical medicine 3-and 5-skill level prerequisites. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training.

10.6.3. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and is in the grade of SSgt or higher. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform. The 4J072 Physical Medicine Craftsman CDC must be completed prior to award of 7-skill level.

## 10.7. Superintendent Level Training: (4J090)

10.7.1. **Specialty Qualification.** All applicable 4J032/A, 4J052/A and 4J072/A qualifications apply to the 4J092 requirements.

10.7.1.1. **Knowledge.** Knowledge is mandatory of: sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; therapeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

10.7.1.2. **Education.** Completion of continuation education classes in physical medicine subjects is desirable. A bachelor's degree in health related fields is highly encouraged.

10.7.1.3. **Training.** No formal training requirements.

10.7.1.4. **Experience.** Qualification in and in possession of AFSC 4J072 or 4J072A. Also, experience managing functions within the physical medicine element.

10.7.2. **Training Sources/Resources.** Completion of all training requirements for award of 9-skill level is mandatory.

10.7.3. **Implementation.** The 9-skill level is awarded to the individuals that have sewn-on SMSgt and completed all previous physical medicine upgrade training requirements for 3-, 5- and 7-skill levels.

#### ***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also, included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

**12. Three Level Training.** Resource constraints exist due to additional training days required to incorporate changes reflected on the new STS. Implementation of new curriculum will increase the course length, requiring additional student man-years and instructor staff.

**13. Five Level Training.** There are currently no resource constraints for 5 level training at this time.

**14. Seven Level Training.** There are currently no resource constraints for 7 level training at this time.

**15. Qualification Training.** There are currently no qualification training requirements.

**16. Qualification Training Packages (QTPs).** There are currently no qualification training packages.

#### ***Section E. Transitional Training Guide***

**17. Purpose.** This section identifies transitional training necessary for all current occupational/physical therapy personnel merging into the Physical Medicine career field. The transitional training method was developed by a team of 4J0X1/X2 MFMs and subject matter experts following the August 2001 U&TW. The CFM, MFMs, and subject matter experts, subsequently agreed upon the training, via teleconferences in Nov 01 and Feb 02, and 26-27 Feb Transitional Training 4J0 U&TW.

#### **18. Conditions.**

**18.1. Duration.** Transitional training for occupational/physical therapy personnel merging as physical medicine will begin immediately upon final approval of this CFETP. Transitional training will be completed by December 2004.

**18.2. Target Group.** All 4J0X1/4J0X2 in the grades of AB through MSgt will be subject to the transitional training requirements. 4U0X1 personnel, skill 3/5/7-skill level, participate in transitional training for the 4J career field and be awarded the A shred upon completion of the training.

**18.2.1. 3-level.** All Physical Medicine 3 level apprentices in upgrade training will, depending on which 3-level school attended must complete either the 4J051A/B Occupational Therapy Journeyman or the 4J052A/B Physical Therapy Journeyman CDCs. This will continue until the activation of the 4J0X2 Physical Medicine Journeyman CDC, to be used by the first graduating physical medicine 3-level apprentices, in August 2003. Transitional training may run concurrently with 5-level upgrade training. However, skill level proficiency training will take precedence over transitional training.

**18.2.1.1.** The STS will be used to identify the minimum tasks required for transitional training. For those facilities that perform activities not listed in the STS the use of an AF form 797 must list each specialized task performed and any applicable training references.

18.2.2. **5, 7-level.** 4J0X1 and 4J0X2 5-level journeymen will complete the transitional training phase through OJT and completion of the Read Ahead Modules (RAMS). Occupational/physical therapy tasks not listed in the STS will be trained and documented on an AF form 797. Again, each 797 must list each task that is trained along with training references.

18.2.2.1. Individuals in 7-level upgrade training will continue to use the 4J0X1/2 Occupational/Physical Therapy Craftsman CDC.

**19. Transition Training Plan (TTP) Administration.** To prepare for the merger of physical therapy, occupational therapy and orthotics Read Ahead Modules (RAM) have been developed. The RAMs are mandatory reading for all Physical Medicine (PM) personnel in the 3, 5, and 7-skill level (highly encouraged reading for 9-skill levels.) In addition to the RAM, an AF Form 797 has been developed as a guide for personnel, co-located PT/OT technicians, entering transitional training. Items listed effectively bridge the gap between those skills possessed by physical and occupational therapy enlisted personnel. These items do not indicate mandatory training. Local needs and previously established competency will dictate if tasks are added or omitted (excluding core tasks) from this comprehensive training aide.

**19.1. Requirements.** The following tasks from the STS have been identified as minimum requirements for transitional training:

20.3.1.2., Measure/assess lower extremity basic techniques

20.6.3., Adjust fit aids; 20.6.4., Instruct patients in gaits

20.6.5.3/4/5., Crutches/walkers/canes

20.9.3.1./1.1/1.2/1.3., Apply ultrasound/direct contact method/indirect contact method/phonophoresis;

20.10.13., Apply ultrasound-electrical stimulation; 20.11.1., Physiological effects of electrical stimulation

20.11.2.1./2/3/4., Apply low volt/high volt Transcutaneous electrical nerve stimulation (TENS), Interferential stimulation, and Iontophoresis

20.14., Traction

20.14.1/2/2.1/2.2., Physiological effects/Apply pelvic/cervical traction

21.2.1., Fabricate static splints

22.1., Ergonomic principles

22.2., Activity education

22.3., Activity modification

**19.2. Training Methods.** The transitional training must be done at a minimum, using the OJT go-no go approach. If desired a more formal training approach in addition to OJT may be accomplished based on the needs of each facility.

**19.3. Certification Requirements.** Trainers must be qualified in the tasks being trained. Certifiers must be capable of evaluating the tasks that they are certifying.

**19.4. Program Management.** Personnel qualified as trainers and certifiers will administer the training program. There are no special experience identifiers requirements.

**19.5. Status Reporting.** Initial RAM transitional training for current 5-/7-skill level technicians was completed Mar 03. Transitional task training should not be introduced to personnel at the 3-skill level while enrolled in the 5-level CDC, if it will interfere with his or her training. Once the 5-skill level CDC has been completed, personnel will have 1 year to complete RAM transitional training (*NOTE: Transitional training for all PT and OT personnel will be completed NLT 4 Dec 2004*). Co-located PT/OT sites will also have personnel participating in transition training complete AF Form 797 for the identified core tasks. MAJCOM functional managers will provide status updates, by name, to the Career Field Manager by the 5<sup>th</sup> duty day of each month until completion.

## Part II

### Section A - Specialty Training Standard (STS)

**1. Implementation.** This STS will be used for technical training provided by AETC for classes beginning 29 April 2003.

**2. Purpose.** As prescribed in AFI 36-2201, V3, Air Force Training Program On The Job Training Administration, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially (i.e., 1.1, 1.2, 2.1). Column 2 (Core/Wartime Tasks) identifies, by “C” specialty-wide training requirements and/or “W” for the resident wartime course. Example: STS items 15.1. Determine blood pressure, 15.2. Determine respiration rate, and 15.3. Determine pulse rate, are core tasks and included in the wartime skill course.

2.2. **Provides certification for OJT.** Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification, as a *minimum*, must show training complete date, trainee initials, and certifier or trainer initials (as applicable).

2.3. **Shows formal training and correspondence course requirements.** Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record*, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field. Refer to Section F at the end of this CFETP for training documentation (medical specific).

2.5.1.1. **Transcribing to new CFETP.** Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe:

2.5.1.1.1. Use the new CFETP to identify and certify current training requirements and to retain previous qualifications from the previous version.

2.5.1.1.2. For those tasks previously certified and required in the current duty position, circle the task and enter the current date with the trainee’s and supervisor’s initials.

2.5.1.1.3. For those tasks previously previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).

2.5.1.1.4. Annotate the AF Form 623a. For example: "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Signed, dated, supervisor and trainee).

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver request.

2.5.1.3. **Decertification and Recertification.** When a supervisor determines an airman is unqualified on a task previously certified for his or her duty position, the supervisor erases the previous certification or deletes certification when using an automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a *On-The-Job Training Record Continuation Sheet*. The member is recertified by following the same procedures involved in the initial recertification process.

2.5.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1, paragraph 1.19 and chapter 5 of AFI 36-2605, Air Force Military Personnel Testing System.

**3. Recommendations.** Report unsatisfactory performance of individual course graduates to 882 TRG/TTS, 939 Missile Rd, Sheppard AFB, TX 76311-2245. Reference specific STS paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have been over or under trained on task/knowledge items listed in this training standard (please reference specific STS paragraphs). For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 736-2385, or commercial (940) 676-2385.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

**George P. Taylor, JR.**  
**Lieutenant General, USAF, MC, CFS**  
**Surgeon General**

## Attachment 1, Proficiency code key

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	SSN
Printed Name Of Trainer or Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

## QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step by step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
<b>**Subject Knowledge Levels</b>	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evaluation)



**Explanations:**

\* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b).

\*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

Shaded areas denote divisions in major sections of the STS. They are not tasks for certification.

**Bolded areas indicate line items that contain sub-tasks.**

**Attachment 2, Common 4J0X2/4J0X2A Tasks**

1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>1. CAREER LADDER PROGRESSION</b>												
1.1. The airman career ladders and educational opportunities TR: AFMAN 36-2108, AFI 36-2306							A			B		-
1.2. Progression in career ladder 4J0X2/X2A TR: AFI 36-2101, Classifying Military Personnel (Officers and Airmen); TR: AFMAN 36-2108							A			B		-
1.3. USAF GRADUATE EVALUATION PROGRAM. TR: AFI 36-2201							-			B		-
<b>2. DUTIES OF AFS 4J0X2/X2A</b>												
2.1. AFSC 4J032/32A TR: AFMAN 36-2108							A			B		-
2.2. AFSC 4J052/52A TR: AFMAN 36-2108							A			B		B

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3. AFSC 4J072/72A, 4J090, and CEM 4J000 TR: AFMAN 36-2108							A			B		B
3. USAF MEDICAL SERVICE												
3.1. Mission TR: AFI 44-102, AFRD 41-1, 44-1	W						A			B		-
3.2. Organization TR: AFI 44-102, AFRD 41-1, 44-1	W						A			B		B
3.3. Function TR: AFIs 41-115, 41-210 THRU 211, 46-101/102	W						A			B		-
4. MEDICAL READINESS (Initial Medical Readiness Training directed by AFI 41-106, Training is provided in the Basic Medical Readiness course conducted at 882d Training Group, Sheppard AFB, Texas. Completed training is documented on AETC Form 156 and course certificate for each course graduate. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility.)												

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5. AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) STANDARDS TR: AFI 91-302, AFOSHSTD 91-8, <i>Medical Facilities</i>												
5.1. Hazards of AFSC 4J0X2/X2A							B			B		-
5.2. AFOSH standards for AFSC 4J0X2/X2A							A			B		-
5.3. Exercise safety precautions during job performance	C						2c			c		-
6. SUPERVISION												
6.1. Orient new personnel. TR: AFMAN 36-2108 and AFI 36-2201							-			-		-
6.2. Assign personnel to work area. TR: AFPAM 36-2241, vol 1.							-			-		-
6.3. Plan work assignments and priorities. TR: AFPAM 36-2241							-			-		-
6.4. Schedule work assignments and priorities. TR: AFPAM 36-2241							-			-		-
6.5. Establish: TR: AFPAM 36-2241; & AFIs 41-115, 41-210 thru 211, 46-101 and 102												
6.5.1. Work methods							-			-		-
6.5.2. Work controls							-			-		-
6.5.3. Performance standards							-			-		-
6.6. Evaluate work performance: TR: AFMAN 36-2108, AFI 36-2406							-			-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.7. Resolve technical problems for subordinate personnel TR: AFI 36-2406							-			-		-
6.8. Counsel personnel and resolve individual problems. TR: AFI 36-2406							-			-		-
6.9. Initiate action to correct sub-standard performance by personnel. TR: AFI 36-2907, AFI 36-2503							-			-		-
7. TRAINING												
7.1. Evaluate personnel to determine need for training TR: AFI 36-2201, AFMAN 36-2236							-			-		-
<b>7.2. Plan and Supervise OJT</b> TR: AFI 36-2201, AFI 36-2201 V3, AFMAN 36-2236												
7.2.1. Prepare job qualification standards							-			-		<b>b</b>
7.2.2. Conduct training							-			<b>b</b>		-
7.2.3. Counsel trainees on their progress							-			-		-
<b>7.2.4. Monitor effectiveness of training</b> TR: AFI 36-2201 V2/V3												
7.2.4.1. Career knowledge upgrade							-			-		-
7.2.4.2. Job proficiency upgrade							-			-		-
7.2.4.3. Qualification							-			-		-
7.3. Maintain training records							-			-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.4. Evaluate effectiveness of training programs							-			-		-
7.5. Recommend personnel for training. TR: AFI 36-2101 and AFMAN 36-2108, AFCAT 36-2223, AFI 36-2301							-			-		-
8. PHYSICAL MEDICINE ADMINISTRATION												
8.1. Patient scheduling TR: Health Professional-Patient Interaction							B			B		-
8.2. Annotate medical records. TR: AFI's 41-115, 41-210 thru 212, 46-101 and 102	C/W						2b			c		-
8.3. Medical Expense and Performance Reporting System (MEPRS) TR: DoD 6010.13M							A			B		-
8.4. Maintain administrative files TR: AFMAN 37-123, AFI 37-138							-			a		-
8.5. Patient accountability reports TR: AFI 41-120							A			B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.6. Joint Commission on Accreditation of Healthcare Organizations (JCAHO) TR: AFIs 41-115, 41-210 thru 211, 46-101 and 102 Joint Commission. <u>Automated CAMH, Comprehensive Accreditation Manual for Hospitals</u> <u>Automated CAMAC, Comprehensive Accreditation Manual for Ambulatory Care</u>							A			B		B
9. Resource/Medical Management TR:												
9.1. Business Case Analysis							-			-		B
9.2. Ambulatory Data System							-			B		-
9.3. Budget and Finance							-			-		B
9.4. Tricare							A			B		-
9.5. Third Party Collection Program							-			-		B
10. Medical Logistics Procedures												
10.1. Materiel discipline TR: AFMAN 23-110							A			B		-
10.2. Prepare materiel requests TR: AFI 41-209, AFIs 41-115, 41-210 thru 211, 46-101/102							-			b		-
11. MEDICAL TERMINOLOGY AND ABBREVIATIONS							A			B		-
12. Primary Care Optimization (PCO)							A			-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13. PROFESSIONAL AND PATIENT RELATIONSHIP. TR: Health Professional-Patient Interaction; AFI's 41-115, 41-210 thru 211, 46-101 and 102; Physical Therapy; American Physical Therapy Association's Guide for Conduct of the Affiliate <i>Member</i> ; AAFP 36-27												
13.1. Professional relations and communications with patients and medical personnel	C						2b			B		B
13.2. Perform professional journal review							2b			-		-
13.3. Professional standards of ethics	C/W						A			B		B
13.4. Demonstrate high standards of conduct while performing duties	C/W						2b			B		B
13.5 Multi-disciplinary team Approach							A			-		-
14. PSYCHOLOGY OF THE DISEASED AND INJURED TR: Physical Therapy (ch 17 and 34); Health Professional -Patient Interaction (part II, ch 4, 5, 6, and 7)												
14.1. Losses incurred by physical disability	W						A			B		-
14.2. Adapting to physical disability	W						A			B		-
14.3. Patient-staff interactions resulting from physical disability	W						A			B		-
15. Human Growth and Development							A			B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
16. VITAL SIGNS TR: Emergency Care and Transportation of Sick and Injured												
16.1. Determine blood pressure	C/W						2b			B		-
16.2. Determine respiration rate	C/W						2b			B		-
16.3. Determine pulse rate	C/W						2b			B		-
17. ANATOMY AND PHYSIOLOGY TR: Human Anatomy and Physiology (ch 1 thru 12, 14, 16, 17, 18, 20, 21, 23)												
17.1. Cell							A			-		-
17.2. Body systems and their pathophysiological conditions												
17.2.1. Nervous	W						B			B		-
17.2.2. Respiratory	W						B			B		-
17.2.3. Cardiovascular	W						B			B		-
17.2.4. Lymphatic	W						A			B		-
17.2.5. Renal							-			B		-
17.2.6. Endocrine							-			B		-
17.2.7. Integumentary	W						A			B		-
17.2.8. Digestive							-			B		-
17.2.9. Skeletal	W						A			B		-
17.2.10. Muscular	W						A			B		-
18. FUNCTIONAL ANATOMY TR: Clinical Kinesiology for Physical Therapist Assistants; Muscle Testing; Techniques of Manual Examination; Orthopedic Physical Assessment												
18.1. Axial skeleton	W						B			B		-
18.2. Upper extremity	W						B			B		-
18.3. Lower extremity	W						B			B		-



		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
19. DISORDERS OF THE MUSCULOSKELETAL SYSTEM. TR: Orthopedic Physical Assessment; Physical Therapy (ch10); Shand's Handbook of Orthopedic Surgery												
19.1. Axial skeleton	W						B			B		-
19.2. Upper extremity	W						B			B		-
19.3. Lower extremity	W						B			B		-
20. PHYSICAL MEDICINE PROCEDURES TR: Handbook of Physical Medicine and Rehabilitation (ch 2, 4,13 thru 22, 26 thru 34, 36, 37, 40, 43, 46, 49,50, 52); Manual for Physical Agents (all chapters); Muscle Testing: Techniques of Manual Examination (all chapters); Physical Agents, A Comprehensive Text for Physical Therapists; Therapeutic Exercise Foundations and Techniques (all chapters), Orthotics, Wound Care, A Collaborative Practice Manual for Physical Therapists and Nurses												
20.1. Demonstrate instruction techniques	C/W						2b			B		-
20.2. Therapeutic exercise												
20.2.1. Physiological effects	W						B			B		-
20.2.2. Administer programs to axial skeleton	C/W						2b			c		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
20.2.3. Administer programs to Upper extremity	C/W						2b			c		-
20.2.4. Administer programs to Lower extremity	C/W						2b			c		-
20.2.5. Conduct motor control activities w/ patients							b			-		-
20.2.6. Conduct dexterity and coordination activities							1b			b		-
<b>20.3. Measure/Assess</b>												
<b>20.3.1. Joint range of motion</b>												
20.3.1.1. Upper extremity basic techniques	C/W						2b			c		-
20.3.1.2. Lower extremity basic techniques	C/W						2b			c		-
20.3.2. Leg length basic techniques							2b			c		-
20.3.3. Extremity girth basic techniques	W						2b			c		-
20.3.4. Muscle strength basic techniques	W						2b			c		-
20.3.5. Sensation							1b			A		-
<b>20.4. Provides instruction for activities of daily living</b>												
<b>20.4.1. Physical</b>												
20.4.1.1. Grooming/Hygiene							1b			-		-
20.4.1.2. Feeding/eating							1b			-		-
20.4.1.3. Dressing							1b			-		-
<b>20.4.2. Use transfer techniques</b>												
20.4.2.1. Independent	C/W						2b			c		-
20.4.2.2. Assistive	C/W						2b			c		-
20.4.2.3. Dependent	C/W						2b			c		-
20.4.3. Use of assistive devices							2b			-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>20.5. Wound Care</b>												
20.5.1. Use aseptic techniques	C/W						2b			c		-
20.5.2. Perform debridement	C/W						2b			c		-
20.5.3. Apply dressings/bandages	C/W						2b			c		-
<b>20.6. Ambulation</b>												
20.6.1. Principles of gait							A			B		-
20.6.2. Perform pre-gait training activities							b			-		-
20.6.3. Adjust/fit aids	W						2b			c		-
20.6.4. Instruct patient in gaits	C/W						2b			c		-
<b>20.6.5. Use equipment</b>												
20.6.5.1. Tilt table							1b			c		-
20.6.5.2. Parallel bars	W						2b			c		-
20.6.5.3. Crutches	C/W						2b			c		-
20.6.5.4. Walkers	C/W						2b			c		-
20.6.5.5. Canes	C/W						2b			c		-
<b>20.7. Massage</b>												
20.7.1. Physiological effects							A			B		-
20.7.2. Apply procedure							2b			c		-
<b>20.8. Venous compression</b>												
20.8.1. Physiological effects							A			B		-
20.8.2. Apply procedure							2b			c		-
<b>20.9. Thermotherapy</b>												
20.9.1. Physiological effects	W						B			B		-
20.9.2. Methods of heat exchange	W						B			B		-
<b>20.9.3. Apply thermal modalities</b>												
<b>20.9.3.1. Apply ultrasound</b>												
20.9.3.1.1. Direct contact methods	C/W						2b			c		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
20.9.3.1.2. Indirect contact methods	C/W						2b			c		-
20.9.3.1.3. Phonophoresis							B			B		-
20.9.3.2. Apply moist heat	W						2b			c		-
20.9.3.3. Apply paraffin bath							2b			c		-
20.9.3.4. Fluidotherapy							b			B		-
<b>20.10. Hydrotherapy</b>												
20.10.1. Physiological effects							B			B		-
20.10.2. Apply modality							2b			c		-
<b>20.11. Electrical stimulation</b>												
20.11.1. Physiological effects	W						B			B		-
<b>20.11.2. Apply modality</b>												
20.11.2.1. Low Volt							2b			c		-
20.11.2.2. High Volt	C/W						2b			c		-
20.11.2.3. Transcutaneous Electrical Nerve Stimulation (TENS)	C/W						2b			c		-
20.11.2.4. Iontophoresis	C/W						2b			c		-
20.11.2.5. Interferential	C/W						2b			c		-
20.12. Surface EMG (Biofeedback)							a			c		-
20.13. Apply ultrasound-electrical stimulation	C/W						2b			c		-
<b>20.14. Traction</b>												
20.14.1. Physiological effects	W						B			B		-
<b>20.14.2. Apply modality</b>												
20.14.2.1. Cervical	C/W						2b			c		-
20.14.2.2. Pelvic	C/W						2b			c		-
<b>20.15. Cryotherapy</b>												
20.15.1. Physiological effects	W						B			B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>20.15.2. Apply modality</b>												
20.15.2.1. Cold packs	<b>C/W</b>						<b>2b</b>			<b>c</b>		-
20.15.2.2. Ice massage	<b>C</b>						<b>2b</b>			<b>c</b>		-
20.15.2.3. Contrast baths	<b>C</b>						<b>b</b>			<b>c</b>		-
21. Orthotics and Therapeutic aids. TR: Orthotics, Trombley Willard, and Spackman's Occupational Therapy, Rehabilitation of the Hand												-
<b>21.1. Pre-fabricated orthopedic supports</b>												
21.1.1. Axial skeleton	<b>W</b>						<b>B</b>			<b>B</b>		-
21.1.2. Upper extremity	<b>W</b>						<b>B</b>			<b>B</b>		-
21.1.3. Lower extremity	<b>W</b>						<b>B</b>			<b>B</b>		-
21.2. Fabricate Upper Extremity Splints												
21.2.1. Fabricate static splints	<b>W</b>						<b>2b</b>			<b>c</b>		-
21.2.2. Fabricate dynamic splints							<b>a</b>			<b>b</b>		
<b>22. Ergonomics/injury prevention</b>												
22.1. Ergonomic principles	<b>W</b>						<b>A</b>			<b>B</b>		-
22.2. Activity education	<b>W</b>						<b>A</b>			<b>A</b>		-
22.3. Activity modification	<b>W</b>						<b>A</b>			<b>A</b>		-

Note: BLK #4: Columns (1) & (2) can be re-labeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 level QTPs.

### Attachment 3, Specific Orthotics 4J0X2A Tasks

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
1. Orthotic Career Field		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Orthotic Apprenti ce Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1.1. Requirements of the Orthotic career field							A		-		-	
1.2. History and development of orthotics							A		-		-	
1.3. Relationship of this field to other professional services							A		-		-	
1.4. The Code of Ethics as promulgated by the Federal Trade Commission and Certifying agencies							A		-		-	
2. Treatment of Pathophysiological Conditions												
2.1. Illnesses and injuries							-		-		-	
2.2. Type of orthoses used with orthopedic conditions							B		-		-	
2.3. Orthotic terminology							B		-		-	
3. ORTHOTIC LABORATORY TR: AFPAM 41-215, AFI 91-301; JCAHO												
3.1. Resource use, identification and safety												
3.1.1. Materials							B		-		-	
3.1.2. Equipment							B		-		-	
3.1.3. Tools							B		-		-	
3.1.4. AFOSH safety standards							B		-		-	

<b>4. General Orthotic Laboratory Tasks</b> TR: AFI 127-12, Atlas of Orthotics; Structures and Functions of the Body												
4.1. Perform molding procedures							2b		-		-	
4.1.1. Negative molds	C/W						2b		-		-	
4.1.2. Positive molds	C/W						2b		-		-	
4.2. Mold thermoplastic	C/W						2b		-		-	
4.3. Shape metals	C/W						2b		-		-	
4.4. Work leather	C/W						2b		-		-	
4.5. Prepare, modify, and use construction specifications							2b		-		-	
4.5.1. Blueprints							C		-		-	
4.5.2. Sketches/tracings	C						2b		-		-	
4.5.3. Impressions	C/W						2b		-		-	
4.5.4. Molds	C/W						2b		-		-	
4.5.5. Patterns	C						2b		-		-	
4.6. Prescription interpretation	C/W						B		-		-	
4.7. Operate and maintain equipment												
4.7.1. Drill press	C/W						2b		-		-	
4.7.2. Sander	C/W						2b		-		-	
4.7.3. Band saw	C/W						2b		-		-	
4.7.4. Sewing machine	C/W						2b		-		-	
4.7.5. Oven	C/W						2b		-		-	
4.8. Use of Hand tools	C/W						2b		-		-	
<b>5. Fabricate to Patient Model, Fit, and Instruct Patient on Upper Extremity Orthoses</b> TR: Upper Extremity Orthotics; Structure and Functions of the Body												
5.1. Tennis elbow straps	C						2b		-		-	
5.2. Arm slings	C						2b		-		-	
5.3. Forearm/wrist gauntlet												
5.3.1. Plastic							2b		-		-	
5.4. Wrist splints	C						2b		-		-	
5.4.1. Cock-up							2b		-		-	
5.4.2. Volar							-		-		-	

5.5. Humerus orthoses							2b		-		-	
5.6. Shoulder immobilizer							2b		-		-	
<b>6. Fabricate to Patient Model, Fit, and Instruct Patient on Lower Extremity Orthotics</b> TR: A Manual of Lower Extremity Orthotics; Atlas of Orthotics; Structure and Functions of the Body							2b		-		-	
6.1. Hip, knee, ankle, foot orthoses (HKAFO)							-		-		-	
6.1.1. Plastic							-		-		-	
6.1.2. Metal							-		-		-	
6.2. Knee, ankle, foot orthoses (KAFO)							-		-		-	
6.2.1. Plastic	C/W						2b		-		-	
6.2.2. Metal	C/W						2b		-		-	
6.3. Ankle, foot orthoses (AFO)												
6.3.1. Plastic	C/W						2b		-		-	
6.3.2. Metal	C/W						2b		-		-	
6.4. Patella tendon bearing orthoses (PTB)							-		-		-	
6.5. Night splint							2b					
6.6. Abduction orthoses							2b		-		-	
6.6.1. Plastic							-		-		-	
6.6.2. Metal							-		-		-	
<b>7. Fabricate to Patient Model, Fit, and Instruct Patient on Spinal Orthotics</b> TR: Atlas of Orthotics; Structure and Functions of the Body												
7.1. Scoliosis module							C		-		-	
7.2. Chairback orthoses							2b		-		-	
7.3. TLSO	C/W						2b		-		-	
7.4. Knight Taylor orthoses							2b		-		-	



<b>8. Fit and Instruct Patient on Soft goods/Prefabricated Orthotics</b> TR: Atlas of Orthotics; Structure and Functions of the Body												
8.1. Knee supports (neoprene/elastic)												
8.1.1. Knee cage	<b>C</b>						<b>3b</b>		-		-	
8.1.2. Patella	<b>C</b>						<b>3b</b>		-		-	
8.1.3. Sleeve	<b>C</b>						<b>3b</b>		-		-	
8.1.4. Patella knee cage	<b>C/W</b>						<b>3b</b>		-		-	
8.2. Knee orthoses												
8.2.1. Anterior cruciate ligament (ACL)	<b>C</b>						<b>2b</b>		-		-	
8.2.2. Posterior cruciate ligament (PCL)							<b>2b</b>		-		-	
8.2.3. Postop range of motion	<b>C/W</b>						<b>2b</b>		-		-	
8.2.4. Immobilizer	<b>C</b>						<b>2b</b>		-		-	
8.2.5. Osteoarthritis							<b>2b</b>		-		-	
8.3. Pavlik harness	<b>C</b>						<b>2b</b>		-		-	
8.4. Cervical systems												
8.4.1. Soft	<b>C</b>						<b>3b</b>		-		-	
8.4.2. Hard	<b>C/W</b>						<b>3b</b>		-		-	
8.4.3. S.O.M.I.							<b>3b</b>		-		-	
8.5. Thoracolumbar systems												
8.5.1. Lumbosacral (LS) supports	<b>C</b>						<b>2b</b>		-		-	
8.5.2. Abdominal binder							<b>2b</b>		-		-	
8.5.3. Hyperextension							<b>2b</b>		-		-	
8.5.4. TSLO	<b>C/W</b>						<b>2b</b>		-		-	
8.6. Foot orthotics	<b>C</b>						<b>3b</b>		-		-	
8.7. Ankle supports												
8.7.1. Walkers fixed/articulated	<b>C/W</b>						<b>3b</b>		-		-	
8.7.2. Lace-up	<b>C</b>						<b>2b</b>		-		-	
8.7.3. Stirrup	<b>C</b>						<b>2b</b>		-		-	
8.7.4. Night Supports							-		-		-	
8.8. Wrist supports	<b>C</b>						<b>2b</b>		-		-	
8.9. Dennis Brown bars							-		-		-	
8.10. Clavicular straps							<b>2b</b>		-		-	

<b>9. Fabricate to Patient Model, Fit, and Instruct Patients on Foot Orthotics</b> TR: A Manual of Lower Extremity Orthotics; Atlas of Orthotics; AFI 23-211												
9.1. Special measurement/orthopedic boots and shoes							<b>2b</b>		<b>3c</b>		-	
9.2. Rebuild and modify shoes for orthopedic corrections												
9.2.1. Internal							<b>2b</b>		<b>3c</b>		-	
9.2.2. External	<b>C/W</b>						<b>2b</b>		<b>3c</b>		-	
9.3. Accommodative foot insoles	<b>C</b>						<b>2b</b>		<b>3c</b>		-	
9.4. Custom foot orthoses												
9.4.1. Schaeffer orthoses	<b>C/W</b>						<b>2b</b>		<b>3c</b>		-	
9.4.2. UCB	<b>C</b>						<b>2b</b>		<b>3c</b>		-	
9.4.3. Heel cup	<b>C</b>						<b>2b</b>		<b>3c</b>		-	
9.4.4. Thermocork	<b>C</b>						<b>2b</b>		<b>3c</b>		-	

### 3.2. TECHNICAL REFERENCE (TR) SOURCE SUMMARY STS 4J0X2/X2A

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AFIND 2	1 Sep 99	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	1 May 99	Numerical Index of Specialized Education/Training Publications
AFIND 9	1 Jul 99	Numerical Index of Departmental Forms
AFIND 17	1 Dec 98	Air Force Occupational Safety and Health (AFOSH) Standards Department of Labor Occupational Safety and Health Standards (OSHA) and Health (NIOSH) Publications

### 3.2.3. Air Force Instructions (AFI)

AFI 10-101	1 Sep 95	Operations Security
AFI 32-4001	1 May 98	Disaster Preparedness Planning and Operations
AFI 33-360 vol 1	29 Dec 00	The Air Force Publications and Management Program
AFI 23-211	21 Mar 89	Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags
AFI 36-2101	15 Jul 99	Classifying Military Personnel (Officers and Airmen)
AFI 36-2201 V1-5	15 Jul 99	Various titles
AFI 36-2301	1 Jun 00	Professional Military Education
AFI 36-2306	16 Oct 00	The Education Services Program
AFI 36-2406	1 Jul 00	Officer and Enlisted Evaluation System
AFI 36-2503	20 Jul 94	Administrative Demotion of Airmen
AFI 36-2907	1 May 97	Unfavorable Information File (UIF) Program
AFI 37-138	31 Mar 94	Records Disposition—Procedures and Responsibilities
AFI 37-160 vol 6	Nov 94	The Air Force Publications and Forms Management Programs—Numbering Publications
AFI 41-102	1 Jul 96	The Medical Expense and Reporting System for Fixed Military Medical and Dental Treatment Facilities

AFI 41-106	1 Mar 99	Medical Readiness Planning and Training
AFI 41-115	25 July 94	Authorized Health Care and Health Care Benefits in the Military health Service System (MHSS)
AFI 41-120	5 Aug 94	Medical Resource Management Operations
AFI 41-209	27 Nov 00	Medical Logistics Support
AFI 41-210	1 Oct 00	Patient Administration Functions
AFI 41-211	30 Jun 94	The Medical Information Systems Management Program
AFI 44-119	1 Aug 00	Clinical Performance Improvement
AFI 46-101	25 Jul 94	Nursing Operations
AFI 91-301	1 Jun 96	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program
AFI 91-302	18 Apr 94	Air Force Occupational Safety, Fire Prevention and Health Program
AFI 41-203	25 Jul 94	Electrical Safety in Medical Treatment Facilities
AFI 44-102	17 Nov 99	Community Health Management

### 3.2.4. Air Force Manuals (AFMAN)

AFMAN 36-2108	31 Oct 00	Enlisted Classification
AFMAN 23-220	1 Jul 96	Reports of Survey for Air Force Property

### 3.2.5. AF Pamphlets (AFPAM)

AFPAM 36-2241 vol 1	Current Edition	Promotion Fitness Examination Study Guide

### 3.2.6. Air Force Policy Directive (AFPD)

AFPD 41-2	Aug 93	Medical Support
AFPD 44-1	1 Sep 99	Medical Operations

### 3.2.7. Air Force Occupational Safety and Health Standard (AFOSH)

AFOSHSTD 91-8 #5	1 Oct 98	Medical Facilities
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### 3.2.8. Department of Defense Manual (DoD M)

DoD 6010.13M	Oct 95	DoD MEPRS for Fixed Military Medical and Dental Treatment Facilities
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## Section B - Course Objective List

**4. Resident Courses.** If a written copy of the course objective list is required, contact physical therapy training at DSN 736-3338 or write to 382 TRS/XYAE, 917 Missile Road, STE 3, Sheppard AFB, TX 76311-2263. A copy will be sent to you as soon as possible.

**5. Career Development Courses.** CDC information can be obtained from the Air Force Institute for Advanced Distributed Learning (AFIADL) at Maxwell AFB, Gunter Annex, AL

## Section C - Support Material

**6.** There are currently no support material requirements. This area is reserved.

## Section D - Training Course Index

**7. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

### 7.1. Air Force In-Resident Courses.

## **AIR FORCE IN-RESIDENCE COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
J1AAC4J052A 000	Pedorthic Management of the Foot	Ball State University, Muncie Indiana
J3ABR4J032 002	Physical Therapy Apprentice Course	Sheppard AFB, TX.
J3OZR4200 001	Physical Therapy/Occupational Therapy Management Symposium	Sheppard AFB, TX
J5ABO4J032A 000	Orthotic Apprentice Course	Lackland AFB, TX
J5ACP04U072A 000	Orthotic Craftsman Course	Lackland AFB, TX.

## **7.2. Air Force Institute for Advanced Distributed Learning (AFIADL) COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
CDC 4J052A/B	Physical Medicine Journeyman	Nonresident Course
CDC 4J072	Physical Medicine Craftsman	Nonresident Course

## **8. OTHER MAJCOM AND FOA COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
*3AIR7520075	Basic Instructor Course (Parts A, B, and C)	Sheppard AFB, TX. Lackland AFB, TX (Orthotics)
*L3AIR3S200 087	Basic Instructor Course (Parts A, B, and C)	
3AIR7520072	(A)-Fundamentals of Teaching	
3AIR7520073	(B)-Practice Teaching	
3AIR7520074	©-AETC Training Policies and Procedures	
*3AIR7520036	Technical Training Teaching Practices	Sheppard AFB, TX.
*3AIR7520000	Basic Counseling	Sheppard AFB, TX. Lackland AFB, TX. (Orthotics)
**3AIR7520013	Technical Writer Principles	Sheppard AFB, TX.
**3AIR7520015	Nonresident Training Materials	Sheppard AFB, TX.
**E6ADL3S200 000	Instructional Systems Development (ISD)	Lackland AFB, TX. (Orthotics)
**J6ADL3S200 024	Objectives and Tests	Lackland AFB, TX. (Orthotics)
**L3AIR3S200 025	Technical Writer Principles	Lackland AFB, TX. (Orthotics)
**MAFIADL100	AFIADL Course for Authors	Maxwell AFB, Gunter Annex

\* Mandatory training for Resident Instructor positions, optional for preceptors (Lackland)

\*\* Mandatory training for CDC Technical Writers, and Orthotic Course Supervisor/Technical writer

**For information on courses listed in this index refer to AFCAT 36-2223, USAF Formal Schools for AF in residence courses and the AFIADL Catalog for non-resident courses.**

## **9. Exportable Courses – N/A**

## **10. Courses Under Development/Revision – N/A**

### ***Section E - MAJCOM Unique Requirements***

**NOTE:** There are currently no MAJCOM unique requirements. This area is reserved.

## ***Section F – Documentation of Training***

### **11. Developing a Master Training Plan (MTP).**

11.1. What Is It? A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

11.2. What's In It? Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

11.2.1. Unit Specific Orientation Checklist

11.2.2. Job description for each duty position within the duty section (see AFMAN 36-2108)

11.2.3. Dual Channel OJT Concept

11.2.3.1. Career knowledge requirements

11.2.3.2. Job qualification requirements

11.2.4. Testing procedures for CDCs

11.2.5. Uses of AF Form 623 and Job Qualification Standards (*JQSs*)

11.2.6. Performance standards/position qualification training for each duty position

11.2.7. Master Career Field Education Training Plan (CFETP)

11.2.7.1. Identifies all tasks required for the duty section

11.2.7.2. Standardized reference source for initiating individual training

11.2.7.3. Impact of training on career progression

11.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

11.2.8.1. Required for all tasks identified in the CFETP that requires completion of a QTP before certification.

11.2.8.2. Required for all tasks not listed in the CFETP and/or identified by the duty section as a high-risk procedure or task. Note: the tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTPs.

### **12. Documentation of Training. The Enlisted Training and Competency Folder.**

12.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical personnel (4XXXX's). Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient-care. It also helps us meet all JCAHO and regulatory requirements. The Enlisted Training and Competency Folder is

limited to the forms presented here and those prescribed in AFI 36-2201. Your unit education and training manager can also assist you with specific questions on training documentation.

## 12.2. Documents Included in 4XXXX Enlisted Training and Competency Folder.

12.2.1. To assemble a 4XXXX training record, utilize a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach (glue/tape/staple), centered on the front cover, a computer generated or typewritten title, "Enlisted Training and Competency Folder". In addition, include the members/trainee's full name (Last Name, First Name, Middle Initial), rank and SSAN. Other sections of the 6-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the 6-part folder under parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence, shown in figure 1.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Jones, William G. SRA 123-45-6789		
<b>PART 1</b> - Locally required training & skills competency documentation - AF Form 55-Safety Training - AF Form 803-Task Evaluations	<b>PART 3</b> - AF Forms 1098 -- Mandatory Tng (Section A) -- In-service (Section C)	<b>PART 5</b> - AF Form 2096 - PC III documentation
<b>PART 2</b> - AF Form 623B - CFETP - AF Form 797	<b>PART 4</b> - AF Forms 623a -- Job Description/Performance Standards Review -- Orientation was conducted -- Training progress	<b>PART 6</b> - Continuing Education to sustain National Certification

Figure 1, Organization of the 4XXXX OJT record. (4NOXX Model)

12.2.2. Part 1, is the first two-pronged section, located inside the front cover.

12.2.2.1. Section A-Locally required training and skills competency documentation. This section is for maintaining documentation required by other regulatory guidance that is not maintained elsewhere in the OJT record, regardless of grade or training status.

12.2.2.2. Section B-AF Form 55, *Employee Safety and Health Record*. Regardless of grade or training status, AF Form 55 for the member is maintained in part 1. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, Individual Training Record (formerly known as On-The-Job Training Record). In addition, AF Form 803, *Report of Task Evaluations*, will be filed in this section.

12.2.3. Part 2 is the second two-pronged section.

12.2.3.1. Section A-AF Form 623B, Individual Training Record (front and inside cover). Attach the front cover of member's current AF Form 623, onto part 2 of the 6-part folder. **Note: Maintenance of AF Form 623 is mandatory for Airman in ranks Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, commanders, or supervisors.** Insure all appropriate areas of the form are properly completed before posting in part 2. This document is formally recognized by the personnel system in



contingencies and deployments as the official “cover” formal training record. **NOTE: If available, AF Form 623B will be used in lieu of AF Form 623.**

12.2.3.2. Section B-Career Field Education and Training Plan (CFETP). The Specialty Training Standard (STS) contained within the CFETP will be used to record training proficiency in mandatory core tasks and various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. Circle all core tasks and only those other tasks the individual is required to perform in his/her current duty position.

12.2.3.3. Section C-AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see AFI 36-2201, para 4.11.6.2, AFMAN 36-2247, para 5.10 and figure 2 below).

CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
		1. Perform Surgical Asepsis Procedures, TR: Text book for Nursing Assistants, 3 <sup>rd</sup> ed., CDC 4J052A, Vol. 3					
		2. Perform Orthopedic Knee Evaluations; TR: Orthopedic Physical Assessment, 2 <sup>nd</sup> ed., CDC 4J052B Vol. 3					
		2.1. Drape Patient Appropriately					
		2.2. Take Patient History					
TRAINEE NAME			CFETP/JQS NUMBER			PAGE NO.	

**AF FORM 797, 20020801 (EF-V3)**

PREVIOUS EDITIONS ARE OBSOLETE

Figure 2, Sample AF Form 797 documentation.

12.2.4. Part 3, is the third two-pronged section.

12.2.4.1. AF Form 1098, *Special Task Certification and Recurring Training*. This form is used to document qualification in tasks that require recurring, mandatory, and/or in-service training. Although not mandated, this part can contain separate indexed tabs/tabbed dividers for the documentation of different categories of training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

12.2.4.1.1. Section A-To document mandatory recurring training (see figure 3). Examples are BLS training, Patient Sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
BLS TRAINING	1 APR 99			4	C	Bi-Ann	1Apr 01
BLS TRAINING							
Patient Sensitivity	20 Mar 99			P		A	20 Mar 00
Hospital Safety	12 May 99			P		A	12 May 00
QA&I	12 May 99			P		A	12 May 00
<b>MANDATORY TRAINING DOCUMENTATION</b>							
Infection Control	12 May 99			P		A	12 May 00
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL) JONES, WILLIAM J.		GRADE SrA	UNIT AND OFFICE SYMBOL SGHY				

AF FORM 1098, APR 85 (EF) PREVIOUS EDITION WILL BE USED

Figure 3, Sample mandatory, recurring training documentation

12.2.4.1.2. Section B-Qualification Training Package: This section will be used to document ongoing completion of Qualification Training Packages (QTPs) if applicable (see figure 4). Air National Guard sustainment training will also be documented in this section. Air Force Reserve sustainment training will be documented on AFRES overprint of AF Form 1098, and filed in this section. The initial completion of a QTP is documented in the CFETP. ***Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document. Locally developed competency packages can be utilized until QTPs are available. Presently, there are no QTPs for this specialty.***

12.2.4.1.3. Section C-In-service training. Will be used to document all completed competency validations, as well as any validations from continuing education or in-service training (see figure 5).

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE-QUENCY  G.	DUE DATE  H.
Sterilization Procedures QTP 4NOX1-Vol 1, Module 7	27 Apr 99			P		A	27 Apr 00
Blood from venipuncture QTP 4NOX1-Vol 1, Module 1	5 May 99			P		A	5 May 00
IV infusion /Blood Administration QTP 4NOX1-Vol 1, Module 12/13	10 May 99			P		A	10 May 00
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL) JONES, WILLIAM J.		GRADE SrA	UNIT AND OFFICE SYMBOL SGHY				

AF FORM 1098, APR 85 (EF)

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Figure 4, Sample ongoing QTP documentation.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE-QUENCY  G.	DUE DATE  H.
Legal Issues in physical therapy, Capt Reardon	12 Apr 99			1 hour			
Soft Tissue Trauma Maj Blue	15 May 99			2 hours			
Pediatric Emergencies LtCol Johnson	22 May 99			2 hours			
Special Diets for Diabetics Capt Tolle	6 June 99			1 hour			
<b>INSERVICE TRAINING DOCUMENTATION</b>							
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL) JONES, WILLIAM J.		GRADE SrA	UNIT AND OFFICE SYMBOL SGHY				

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Figure 5, Sample in-service training documentation.

12.2.5. Part 4, is the fourth two-pronged section.

12.2.5.1. AF Form 623A, *OJT Training Record Continuation Sheet*. This form will be utilized to document all progress of individual training to include facility orientation, duty section specific orientation, upgrade/job qualification training progress/status, additional pertinent training, career development course (CDC) failures/corrective actions, skill level/task decertification procedures, and supervisor/trainer/certifier entries. The entire process must be well documented on these forms (see figure 6, 6.1, 6.2). All individuals involved in the training process must document training progress as it occurs. Progress/status of members in upgrade training will be documented *at least monthly*.

12.2.5.1.1. Upgrade Training (5-7-9 skill levels).

12.2.5.1.2. Document the member's entry into upgrade training and periodic (minimum, at least monthly) evaluations of training progress.

12.2.5.1.3. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

12.2.5.1.4. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623A; i.e. job qualification.

12.2.5.1.5. Document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623A.

12.2.5.1.6. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, his/her supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews should, at a minimum, coincide with member's performance feedback to ensure documentation currency and appropriateness.

**ON - THE - JOB TRAINING RECORD****CONTINUATION SHEET**

14 Feb 2001

SrA Jones is assigned to the Physical Medicine Clinic on this date. SSgt Smith has been assigned as a trainer for SrA Jones. SSgt Smith will orient SrA Jones to the unit using the Physical Medicine Clinic orientation checklist located in the Master Training Plan dated 17 March 00. An initial interview was accomplished on this date. SrA Jones enjoyed his hospital orientation and is looking forward to the unit orientation. He expressed his concern on meeting previously scheduled appointments while under the unit orientation. I informed SrA Jones that time to attend his appointments would be scheduled as needed. SrA Jones stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Jones seems to be very enthusiastic about working on the ward and has expressed his desire to take on any challenges that the trainers have to offer.

SrA Jones	SSgt Smith
	Physical Medicine Clinic

27 Feb 2001

A mid-orientation progress check was accomplished on this date. SrA Jones has progressed throughout the Physical Therapy Clinic orientation checklist dated 17 Mar 00, with little to no difficulty. He completed his review of the unit specific OI's and has begun required reading of applicable hospital OI's. SrA Jones will complete the remainder of his orientation beginning 28 Feb 2001.

SrA Jones	SSgt Smith
	Physical Medicine Clinic

12 Mar 2001

SrA Jones has completed all training on the Physical Therapy Clinic unit orientation checklist dated 17 Mar 2000. A review of the checklist with SrA Jones indicates that he was knowledgeable of all items discussed. SrA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA Jones be released from orientation on this date

SrA Jones	SSgt Smith
	Physical Medicine Clinic

Concur	Concur
--------	--------

MSgt Finish, NCOIC	Capt Done, OIC
Physical Medicine Clinic	Physical Medicine Clinic

**SAMPLE ORIENTATION DOCUMENTATION**

AF FORM 623A MAR 79 PREVIOUS EDITION WILL BE USED

Figure 6, Sample Initial Upgrade Training Briefing

**ON - THE - JOB TRAINING RECORD****CONTINUATION SHEET****INITIAL BRIEFING****(Trainee Orientation)**

\_\_\_\_\_ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI's 36-2101, 36-2201 and AFMAN 36-2108 were covered. AF Forms 623, 623A, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC \_\_\_\_\_ are: (1) Satisfactory completion of CDC \_\_\_\_\_; (2) Supervisor certify job qualifications with adequate hands on training; (3) Meet typing proficiency of \_\_\_\_\_ WPM per AFMAN 36-2108, if applicable; (4) Completion of 7 skill level school, if applicable and; (5) Supervisor recommendation for upgrade. Each airman in grades E1 through E6 (and SNCOs in retraining status) has an AF Form 623, which must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFMAN 36-2108 mandatory requirements for upgrade, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**\_\_\_\_\_  
**TRAINEE'S SIGNATURE**\_\_\_\_\_  
**DATE**\_\_\_\_\_  
**LAST NAME FIRST NAME MIDDLE INITIAL****AF FORM 623A PREVIOUS EDITION WILL BE USED MAR 79**

Figure 6.1 Sample Initial Upgrade Training Briefing

**ON - THE - JOB TRAINING RECORD**

**CONTINUATION SHEET**

***TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)***

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDC's and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
  - \_\_\_\_\_ a. Read "Your Key to a Successful Course."
  - \_\_\_\_\_ b. Make all required course corrections and return entire package to your supervisor.
  - \_\_\_\_\_ c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
  - \_\_\_\_\_ d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
  - \_\_\_\_\_ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. The UREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
  - \_\_\_\_\_ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
  - \_\_\_\_\_ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
  - \_\_\_\_\_ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN 36-2108, your supervisor will initiate upgrade action on you.

\_\_\_\_\_  
***SUPERVISOR'S SIGNATURE***

\_\_\_\_\_  
***TRAINEE'S SIGNATURE***

\_\_\_\_\_  
***DATE***

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

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Figure 6.2, Sample Upgrade Documentation

12.2.5.2. The Job Description/Performance Standards for each duty position should be maintained in a Master Training Plan (MTP) within individual duty sections. An AF Form 623A reflecting the member's job description/performance standard will be maintained in Part 4 of the OJT record. Note: An AF Form 623A

overprint/automated product may be used to document both supervisor/subordinate reviews (see figure 7). The following statements will be annotated and jointly reviewed by the supervisor and subordinate:

12.2.5.2.1. “I know where to find a current copy of my Job Description/ Performance Standards.”

12.2.5.2.2 “I have read, discussed with my supervisor, and understand my Job Description/Performance Standards.”

12.2.5.2.3. “I understand my duties and responsibilities for the position that I am currently working in.”

12.2.5.2.4. “If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from my supervisory personnel in my chain of command.”

12.2.5.2.5. “It is my responsibility to review my Job Description/Performance Standards with my supervisor annually, and with each change in supervisor/duty position.”

12.2.5.2.6. A signature and date block for both supervisor and subordinate will reflect mutual understanding of above statements. Recommend several signature and date spaces for continual review process be included.

ON-THE-JOB TRAINING RECORD CONTINUATUION SHEET
<p>23 July 2001</p> <p>I KNOW WHERE TO FIND A CURRENT COPY OF MY JOB DESCRIPTION/ PERFORMANCE STANDARDS. I HAVE READ, DISCUSSED WITH MY SUPERVISOR, AND UNDERSTAND MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I UNDERSTAND MY DUTIES AND RESPONSIBILITIES FOR THE POSITION THAT I AM CURRENTLY WORKING IN. IF I HAVE QUESTIONS OR CONCERNS ABOUT MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I WILL SEEK ASSISTANCE FROM MY SUPERVISORY PERSONNEL IN MY CHAIN OF COMMAND. IT IS MY RESPONSIBILITY TO REVIEW MY JOB DESCRIPTION/PERFORMANCE STANDARDS WITH MY SUPERVISOR DURING EACH FEEDBACK SESSION AND WITH EACH CHANGE IN SUPERVISOR/DUTY POSITION.</p> <p>William Jones, SrA Physical Medicine Clinic 23 July 2001</p> <p>SrA Jones has completed his review of his Job Description/Performance Standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time SrA Jones has no questions or concerns.</p> <p>John Smith, TSgt, USAF OJT Trainer Physical Medicine Clinic</p>
<p>TRAINEE NAME Jones, William G.</p>

AF FORM 623A  
MAR 79

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Figure 7, Sample job description/performance standards review.

12.2.6. Part 5, is the fifth two-pronged section.



